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29 May 1959

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Report of Efficiency Task Force, 30 April 1959

1. This memorandum contains recommendations for your approval in paragraph 16.

2. This volume contains reports by each of the Deputy Directors on their own areas. You will recall that your memorandum of 28 January 1959 requested that each Deputy Director examine his own component to ascertain any inadequately or inefficiently employed personnel, evidences of duplication or overlapping, or other areas where economies in manpower could be effected. These reports have now been received and, after review, it will be necessary to indicate the next action to be taken.

3. It should be stressed that there is a unanimity of view on the part of the Efficiency Task Force, reflecting the views of the individual Deputy Directors, that guidance is needed as to the extent of the reductions which you wish to achieve. This is particularly reflected by the DD/I's statement that he believes the Agency can and should be reduced substantially in size. It is further accentuated by the trend in personnel strength which indicates that the number of personnel in headquarters has been increasing over the years, with the most pronounced increase in the last year, while strength in the field has been declining. Strength

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as of 30 April each year:

	<u>Departmental</u>	<u>Field</u>
1957		
1958		
1959		

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Finally, an additional and important factor that must be considered is that we can accomodate only [] in the new building.

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General Summary

4. In making this initial report each of the Deputies has undoubtedly been influenced by the fact that there is a commitment to the Bureau of the Budget to reduce one per cent in strength during fiscal year 1959 and two per cent during fiscal year 1960. Over and above this is the statement of the DD/I that he believes the Agency can and should be reduced, and the present efforts of the DD/P to realign and reduce headquarters strength.

DD/Intelligence

5. In presenting his report the DD/I points out that since 1953 he has reduced the size of his area by [] slots, added responsibilities requiring [] slots, thus effecting a net manpower savings of [] or 15 per cent. The DD/I, whose present strength is [] or two per cent over his ceiling of [] states that he can cut [] slots:

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6. The DD/I, however, goes further and indicates that there is a possibility of saving additional slots by eliminating questionable functions.

7. Finally, the DD/I lists a third category in which he could effect an additional savings of by centralizing the administrative and requirements staffs from the individual offices to the DD/I office, by merging ONE and OCI, by merging the economic sections of ORR and OSI, and by merging the geographic section of ORR with OBI. Thus the DD/I has offered the possibility of manpower savings extending over the next several years amounting to out of a present strength of although he stresses that some of these studies require more consideration. (See my comment in paragraph 15. h.)

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c. that the DD/P be advised that his report is accepted as a preliminary report of immediate economies that can be effected, but that he is urged to work toward a goal of a minimum reduction of not less than in departmental strength to be achieved by 50X1 the time of the move into the new building;

d. that the Efficiency Task Force be instructed that it should now work as a body with the DD/I and the DD/P in achieving the above objectives, together with those in paragraph 15, and should work as a body with the DD/S in reducing the size of the Support element of the Agency proportionately.

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Lyman B. Kirkpatrick
Inspector General

The recommendations contained in paragraph 16 are approved:

Director of Central Intelligence

(date)

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